

LOCAL GOVERNMENT FIRE PROTECTION AGREEMENT FLOW POLICY OUTLINE (No. 95 November 2010)

Agreements Process and Timelines. (No. 95 November 2010)

8557

Pursuant to State Contracting Manual §9.05, CAL FIRE may not “...*start work before the contract is executed and approved.*” To assure that CAL FIRE is in compliance with state contracting regulation and policies, and assure the uninterrupted delivery of fire protection services, the approval of new Agreements must occur *prior* to the rendering of services. The following sections define the approval process, including mandatory timelines required to meet this requirement. For new Agreements which will include the transition of local entity employees into state service, this process must begin well in advance of the January Preliminary Rate Letter release.

Fire Protection Reimbursement Agreements. (No. 95 November 2010)

8557.1

The following steps and timelines apply to processing of Fire Protection Reimbursement (PRC §4142 – Full Service/Dispatch and PRC § 4144 - Amador) Agreements. Amador agreements (winter season CAL FIRE station coverage) require two fiscal sheets, an Amador sheet, containing costs for operating expenses, unplanned overtime, and Additional Operational Support Staff; and a second, affiliated Schedule A fiscal sheet containing the base salary, extended duty week compensation, unplanned overtime and operating expenses for firefighters assigned to engine staffing. Additional details are contained in the memo found on the CAL FIRE intranet under the [Amador Policy Memo-Jan. 26, 2007 - Local Government Resources Pages.](#)

Unit –Preliminary Preparation

- Prepare three (3) signed STD 215 Forms [LGRP - Agreement Summary](#)
- For new contracts, prepare four (4) Fire Protection Reimbursement Agreement [LGRP - LG-1](#) Forms.
- For amendment of existing Agreements, prepare four (4) [LGRP - LG-1A](#) Forms.
- Provide four (4) additional copies of each Exhibit D, Schedule A (Fiscal Display)
- Unit staff reviews preliminary package dates and initials the [LGRP - Agreement Routing Checklist.](#)
In accordance with Section 4142 b of the Public Resources Code if the Agreement is valued at \$5 million dollars (\$5,000,000) or more the Unit will

prepare a [LGRP - Legislative Summary](#). This document will be placed on top of the Agreement package.

- Unit forwards *preliminary* Agreement package electronically in PDF format to the Local Government Program and the Contracts Office at Sacramento Headquarters no later than the **March 1st** prior to beginning of effective fiscal year of Agreement. Additional courtesy copy is routed to Region Office.

Sacramento Local Government Program / Business Services - Contracts Office – Initial Review

- Local Government Program staff will review all Agreement packages for accuracy and completeness. In the event of errors or omissions, the Local Government Program staff will directly contact Unit for clarifications or corrections and provide notification to the Contracts Office and appropriate Region Office.
- Concurrently, the Contracts Office will review the Agreement for accuracy and completeness.
- Following preliminary review and approval of Agreement by the Local Government Program and Contracts Office, the Contracts Office will notify the Unit to continue the Agreement process. This notification will occur no later than **April 1st** prior to the beginning of the effective fiscal year of the Agreement.

Unit – Final Preparation

- Obtains signatures of authorized local entity representative on four (4) copies of the LG-1 (or LG-1A) forms. Note: These must be original, wet ink signatures.
- Obtains two (2) copies of Board Resolution/Minutes authorizing local entity representative to execute Agreement.
- Obtains two (2) copies of insurance coverage. If self-insured, include signed Exhibit E, Schedule E. Fire protection and emergency services require at least general liability for \$5 million dollars (\$5,000,000) combined single limit per occurrence. Dispatch services require at least general liability for \$1 million dollars (\$1,000,000) combined single limit per occurrence.
- Unit Chief recommends processing of Agreement by their signature on the [LGRP - CAL FIRE Review Certification Memo](#).

- Completes final Agreement package by collating above documents and submitting all hard copies to Headquarters Local Government Program no later than **June 1st** prior to the beginning of the effective fiscal year of the Agreement.

Sacramento Local Government Program – Final Review and Approval

- Final review and sign-off by program Deputy Chief, Staff Chief, Assistant Deputy Director and Deputy Director of Management Services.
- Program forwards *final* Agreement package to Business Service - Contracts Office no later than the **June 7th** prior to beginning of effective fiscal year of Agreement.

Business Service – Contracts Office – Final Review and Approval

- Final review and forwarding of final Agreement package to Department of General Services for execution no later than the **June 15th** prior to beginning of effective fiscal year of Agreement.
- Following review, execution and return of finalized Agreement package from the Department of General Services, Contracts Office will route copies to appropriate parties. For Agreements with a value of \$5 million dollars or more, the Contracts Office will route a copy to the CAL FIRE Legislative Office.

Local Responsibility Area Wildland Protection Reimbursement Agreements 8557.2

(No. 95 November 2010)

The following steps and timelines apply to processing of Local Responsibility Area Wildland Protection Reimbursement (PRC §4142) Agreements. Additional details are contained in the Wildland Routing Checklist which is found on the CAL FIRE intranet under the [LGRP - Wildland Routing Checklist](#).

Unit –Preliminary Preparation

- Prepare three (3) signed STD 215 Forms [LGRP - Agreement Summary](#)
- Prepare four (4) Local Responsibility Area Wildland Protection Reimbursement Agreement [LGRP - LGW Wildland Agreement](#) forms.
- Prepare four (4) copies of narrative introduction (new Agreements only).
- For amendment of existing Agreements, prepare four (4) [LGRP - LG-1A](#) forms.

- Provide four (4) copies of the Operating Plan.
- Prepare four (4) copies of topographic map of Agreement area.
- Provide four (4) additional copies of Budget Fiscal Sheet.
- Unit staff reviews package and initials Wildland Routing Checklist.
- Unit forwards *preliminary* Agreement package electronically in PDF format to Local Government Program and Contracts Office at Sacramento Headquarters no later than the **March 1st** prior to beginning of effective fiscal year of Agreement. An additional courtesy copy is routed to Region Office.

Sacramento Local Government Program / Business Services - Contracts Office –Preliminary Review

- Local Government Program staff will review Agreements for accuracy and completeness. In the event of errors or omissions Local Government Program staff will directly contact Unit for clarifications or corrections and provide notifications to the Contracts Office and appropriate Region Office.
- Concurrently, the Contracts Office will review the Agreement for accuracy and completeness.
- Following preliminary review and approval of Agreement by the Local Government Program and Contracts Office, the Contracts Office will notify the Unit to continue the Agreement process. This notification will occur no later than **April 1st** prior to the beginning of the effective fiscal year of the Agreement.

Unit – Final Preparation

- Obtains signatures of authorized local entity representative on four (4) copies of the LGW Form. Note: These must be original, wet ink signatures.
- Obtains two (2) copies of Board Resolution/Minutes authorizing local entity representative to execute Agreement.
- Unit Chief recommends processing of Agreement by their signature on the [LGRP - CAL FIRE Review Certification Memo](#).
- Completes final Agreement package by collating above documents and submitting all hard copies to Headquarters Local Government Program no later than **June 1st** prior to the beginning of the effective fiscal year of the Agreement.

Sacramento Local Government Program – Final Review and Approval

- Final review and sign-off by program Deputy Chief, Staff Chief, Assistant Deputy Director and Deputy Director of Management Services.
- Program forwards *final* Agreement package to Business Service - Contracts Office no later than the **June 7th** prior to beginning of effective fiscal year of Agreement.

Business Service – Contracts Office – Final review and Approval

- Final review and forwarding of final Agreement package to Department of General Services for execution no later than the **June 15th** prior to beginning of effective fiscal year of Agreement.
- Following review, execution and return of finalized Agreement package from the Department of General Services, the Contracts Office will route copies to appropriate parties.

[Next Section](#)

[Handbook Table of Contents](#)

[Forms or Form Samples](#)